1015/85273 1/97

1. CLIENT COPY

TO BE COMPLETED AND RETAINED BY THE CLIENT

PART 1

FLOWFORMS (WILTSHIRE) LTD Tel: (01793) 611557

W/k End Friday	Time Sheet No.
NAME	

PAYROLL NUMBER	JOB TITLE	CAT

TEMP. REG. BY	BOOKING OBTAINED BY	PAY AT BRANCH

NORMAL WORKING HOURS:

TO

TO BE FILLED IN BY TEMPORARY

	STARTING/FINISHING TIMES	TOTAL HOURS WORKED
SAT	am /	
	pm /	
SUN	am /	
	pm /	
MON	am /	
	pm /	
TUE	am /	
	pm /	
WED	am /	
	pm /	
THUR	am /	
	pm /	
FRI	am /	
	pm /	
TOTAL HOURS WORKED →		

TOTAL HOURS WORKED IN WORDS

REED
THE INTELLIGENT RESPONSE

Reed endeavour to give you the highest quality service and personnel. Your comments are welcomed by our Managing Director at the address below.

0181-399 5221

Low Rise, Tolworth Tower, Tolworth, Surrey KT6 7EL.

It is confirmed that:

a) the hours shown on this timesheet have been worked and are subject to overtime premium stated.
b) we have received and accepted the Reed Terms of Business, repeated overleaf and in particular Clause (r) which means that if within 6 months of the completion of this assignment we engage this temporary in any capacity whether temporary, permanent or self employed we will be liable for an introduction fee.
c) this signed timesheet will form the basis of an invoice payable within 14 days of the date of the invoice.

AUTHORISED CLIENT SIGNATURE .....

Please Print Your Name in Block Capitals Below

SIGNED BY: .....

DATE: ..... TIME: .....

C024884

Terms of Business

Temporary Staff Terms

a) These terms and conditions take effect from 3rd July 1995.

b) No variation of these terms is valid or shall be binding on Reed Staffing Services Limited (hereinafter referred to as Reed) unless confirmed in writing with the authority of a Director.

c) All accounts and charges are payable within 14 days from receipt of invoice and payment should be made to Reed Personnel Services PLC, 6th Floor, Low Rise, Tolworth Tower, Tolworth, Surrey KT6 7EL. Receipt of invoice shall be deemed to be two days after the date shown on the invoice.

d) VAT is payable on all charges at the prevailing rate.

e) Reed reserve the right to charge interest on all invoices raised from the date of invoice until the date of payment calculated at the current Barclaycard rate per calendar month.

f) If any employee of Reed Executive PLC or any of its subsidiary companies is engaged by the Client on a temporary, permanent or self-employed basis these terms of business will apply and the Client will be liable to Reed for an introduction fee equivalent to the normal permanent fee in the event of permanent employment.

g) Reed can accept no liability whatsoever for any loss, damage, costs or expenses howsoever caused which the Client may suffer or for which the Client may become liable arising out of or in connection with or as a result of the introduction to the Client or the engagement by the Client of a candidate.

h) Reed's responsibilities to the Client are to verify references and qualifications and to select a Temporary suitable for introduction to the Client in accordance with the Client's requirements as to skills and experience as notified to Reed at the time of the booking.

i) By asking Reed to introduce the Temporary the Client is deemed to have accepted these terms of business. For the purposes of this clause the word introduce shall be deemed to include without limitation the provision by Reed of any details whether written or oral of a candidate for temporary employment.

j) The charge made for the Temporary's services will be in accordance with the scale of charges advised to the Client at the time of booking. The charge will consist of the Temporary's pay, commission, any expenses to be reimbursed, and where appropriate employer's National Insurance contributions and VAT.

k) Reed will pay the Temporary's wages and make appropriate deductions for earnings related insurance and income tax under Schedule E and account to the Inland Revenue for these deductions.

l) Overtime and shift premiums, unless otherwise agreed in writing prior to the assignment, are payable. Please ask for details of rates for the category of Temporary supplied. There is a minimum daily charge of 8 hours for Driving and Industrial Temporaries.

m) **Two Day Guarantee**. Reed endeavour to ensure that the Temporary will be satisfactory for the Client's requirements. If at any time the Temporary proves to be unsatisfactory the Client should notify Reed and a two day credit will be made provided the Temporary's services are discontinued immediately. A one day guarantee applies for Catering, Driving, Industrial and Technical Temporaries.

n) The Client is responsible for ensuring that the Temporary's ability, qualifications and skills are adequate to operate any equipment, machinery and/or vehicles that the Temporary may be called upon to operate and the Client will be solely responsible for any liability whatsoever which may arise therefrom.

o) The Client is responsible for providing adequate insurance whilst the Temporary is under the Client's direction and control, to the extent that the Temporary and Reed have full benefit of coverage for any liability which might arise. The Temporary is under the direction and control of the Client for the duration of his/her assignment.

p) The Client is responsible for complying with the provisions of the Offices, Shops and Railway Premises Act 1963, the Health and Safety at Work Act 1974 and any other health and/or industrial safety statute and any regulations made under these Acts and the Client will be solely responsible for any liability arising thereunder and will indemnify Reed and/or the Temporary against any liability loss or damage whatsoever arising thereunder in connection with the assignment of the Temporary.

q) The Client shall notify Reed immediately on engaging or making use of the Temporary introduced by Reed.

r) If within six months of introduction of the Temporary or the completion by the Temporary of his or her assignment (whichever is later), the Client agrees to employ or make use of the Temporary in any capacity whether temporary, permanent or self-employed otherwise than directly through Reed or the Client refers the Temporary to an associated or subsidiary company of the Client or to any third party who so employs or makes use of the Temporary, the Client will be liable for a fee of 400 x the Temporary's hourly rate. Interest will run from the date of employment or engagement at the current Barclaycard rate per calendar month on the invoice sum without concession until payment.

s) The Client will sign the time sheet and such signature by the Client on behalf of Reed on the time sheet, charge sheet or other formal confirmation of the completed assignment shall be deemed conclusive evidence (a) that the Client is satisfied with the work done by the Temporary or Temporaries concerned and (b) that the Client will pay the charges in full without dispute or deduction. However, failure by the Client to sign any time sheet or charge sheet shall not preclude charging by Reed in full for all time actually worked by the Temporary in accordance with these conditions. Further, unless and until Reed are notified of dissatisfaction as provided by clause (m) the Client shall be deemed to be fully satisfied.

t) Any temporary driver is supplied by Reed on the understanding that he/she is deemed to be the employee of the Client for all purposes including the Transport Act 1968 and that the Client holds an operators licence where this is required. Reed will check the Temporary's Driver's qualifications and references where possible and provide him/her with a written statement containing full details of the terms and conditions of employment. Reed will also pay the Temporary Driver's wages and account to the Inland Revenue and other government departments for all the necessary Income Tax and statutory deductions made. The Client must comply and is responsible for ensuring that the Temporary Driver complies with the provisions of the Transport Act 1968 and/or any other Road Transport legislation and the Client must take proper steps in relation to the insurance, maintenance and safety of vehicles and effect all other necessary liability insurances. The Client shall assume control of the Temporary Driver's duties, health and safety, employers obligations and liability, journeys and hours of work and all statutory duties including EC legislation in respect of driving licences and tachographs. There is a minimum daily charge of 8 hours for the Temporary Driver. Reed will terminate the Temporary Driver's assignment with the Client if so instructed.

Reed Staffing Services Limited. Registered Number: 3017106, London, England.

Reed Personnel Services PLC. Registered Number: 669854, London, England.

Reed Executive PLC. Registered Number: 2061422, London, England.

Registered Office for all the above Companies: Tolworth Tower, Tolworth, Surrey KT6 7EL
Telephone: 0181-399 5221

1015/85273 1/97

2. ARCHIVE COPY

PART 2

FLOW FORMS (WILTSHIRE) LTD Tel: (01793) 611557

W/k End Friday	Time Sheet No.
NAME	

PAYROLL NUMBER	JOB TITLE	CAT

TEMP. REG. BY	BOOKING OBTAINED BY	PAY AT BRANCH

NORMAL WORKING HOURS:

TO

TO BE FILLED IN BY TEMPORARY

	STARTING/FINISHING TIMES	TOTAL HOURS WORKED
SAT	am /	
	pm /	
SUN	am /	
	pm /	
MON	am /	
	pm /	
TUE	am /	
	pm /	
WED	am /	
	pm /	
THUR	am /	
	pm /	
FRI	am /	
	pm /	
TOTAL HOURS WORKED →		

TOTAL HOURS WORKED IN WORDS

REED
THE INTELLIGENT RESPONSE

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0181-399 5221

Low Rise, Tolworth Tower, Tolworth, Surrey KT6 7EL.

It is confirmed that:

a) the hours shown on this timesheet have been worked and are subject to overtime premium stated.
b) we have received and accepted the Reed Terms of Business, repeated overleaf and in particular Clause 2(r) which means that if within 6 months of the completion of this assignment we engage this temporary in any capacity whether temporary, permanent or self employed we will be liable for an introduction fee.
c) this signed timesheet will form the basis of an invoice payable within 14 days of the date of the invoice.

AUTHORISED CLIENT SIGNATURE.....

Please Print Your Name in Block Capitals Below

SIGNED BY: .....

DATE: ..... TIME: .....

HOURLY PAY | HOURLY CHARGE | ACCOUNTS USE ONLY

CG04894

1015/85273 1/97

3. INVOICE COPY

TO BE RETURNED TO THE CLIENT ATTACHED TO THE RESULTING INVOICE

PART 3

FLOW FORMS (WILTSHIRE) LTD Tel: (01793) 611557

W/k End Friday	Time Sheet No.
NAME	

PAYROLL NUMBER	JOB TITLE	CAT

TEMP. REG. BY	BOOKING OBTAINED BY	PAY AT BRANCH

NORMAL WORKING HOURS:

TO

TO BE FILLED IN BY TEMPORARY

	STARTING/FINISHING TIMES	TOTAL HOURS WORKED
SAT	am /	
	pm /	
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	pm /	
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TOTAL HOURS WORKED →		

TOTAL HOURS WORKED IN WORDS

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AUTHORISED CLIENT SIGNATURE .....

Please Print Your Name in Block Capitals Below

SIGNED BY: .....

DATE: ..... TIME: .....

HOURLY CHARGE

ACCOUNTS USE ONLY

C604884

Terms of Business

Temporary Staff Terms

a) These terms and conditions take effect from 3rd July 1995.

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d) VAT is payable on all charges at the prevailing rate.

e) Reed reserve the right to charge interest on all invoices raised from the date of invoice until the date of payment calculated at the current Barclaycard rate per calendar month.

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g) Reed can accept no liability whatsoever for any loss, damage, costs or expenses howsoever caused which the Client may suffer or for which the Client may become liable arising out of or in connection with or as a result of the introduction to the Client or the engagement by the Client of a candidate.

h) Reed's responsibilities to the Client are to verify references and qualifications and to select a Temporary suitable for introduction to the Client in accordance with the Client's requirements as to skills and experience as notified to Reed at the time of the booking.

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o) The Client is responsible for providing adequate insurance whilst the Temporary is under the Client's direction and control, to the extent that the Temporary and Reed have full benefit of coverage for any liability which might arise. The Temporary is under the direction and control of the Client for the duration of his/her assignment.

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q) The Client shall notify Reed immediately on engaging or making use of the Temporary introduced by Reed.

r) If within six months of introduction of the Temporary or the completion by the Temporary of his or her assignment (whichever is later), the Client agrees to employ or make use of the Temporary in any capacity whether temporary, permanent or self-employed otherwise than directly through Reed or the Client refers the Temporary to an associated or subsidiary company of the Client or to any third party who so employs or makes use of the Temporary, the Client will be liable for a fee of 400 x the Temporary's hourly rate. Interest will run from the date of employment or engagement at the current Barclaycard rate per calendar month on the invoice sum without concession until payment.

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Registered Office for all the above Companies: Tolworth Tower, Tolworth, Surrey KT6 7EL
Telephone: 0181-399 5221

1015/85273 1/97

4. BRANCH COPY

PART 4

W/k End Friday	Time Sheet No.	
NAME		
PAYROLL NUMBER	JOB TITLE	CAT
TEMP. REG. BY	BOOKING OBTAINED BY	PAY AT BRANCH

NORMAL WORKING HOURS:

TO

TO BE FILLED IN BY TEMPORARY

	STARTING/FINISHING TIMES	TOTAL HOURS WORKED
SAT	am /	
	pm /	
SUN	am /	
	pm /	
MON	am /	
	pm /	
TUE	am /	
	pm /	
WED	am /	
	pm /	
THUR	am /	
	pm /	
FRI	am /	
	pm /	
TOTAL HOURS WORKED →		

TOTAL HOURS WORKED IN WORDS

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THE INTELLIGENT RESPONSE

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0181-399 5221

Low Rise, Tolworth Tower, Tolworth, Surrey KT6 7EL.

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c) this signed timesheet will form the basis of an invoice payable within 14 days of the date of the invoice.

AUTHORISED CLIENT SIGNATURE .....

Please Print Your Name in Block Capitals Below

SIGNED BY: .....

DATE: ..... TIME: .....

HOURLY PAY | HOURLY CHARGE | ACCOUNTS USE ONLY

FLOW FORMS (WILTSHIRE) LTD Tel: (01793) 611557

1015/85273 1/97

5. TEMPORARY'S COPY

PART 5

FLOW FORMS (WILTSHIRE) LTD Tel: (01793) 611557

W/k End Friday	Time Sheet No.
NAME	

PAYROLL NUMBER	JOB TITLE	CAT

TEMP. REG. BY	BOOKING OBTAINED BY	PAY AT BRANCH

NORMAL WORKING HOURS:

TO

TO BE FILLED IN BY TEMPORARY

	STARTING/FINISHING TIMES	TOTAL HOURS WORKED
SAT	am /	
	pm /	
SUN	am /	
	pm /	
MON	am /	
	pm /	
TUE	am /	
	pm /	
WED	am /	
	pm /	
THUR	am /	
	pm /	
FRI	am /	
	pm /	
TOTAL HOURS WORKED →		

TOTAL HOURS WORKED IN WORDS

REED
THE INTELLIGENT RESPONSE

Reed endeavour to give you the highest quality service and personnel. Your comments are welcomed by our Managing Director at the address below.

0181-399 5221

Low Rise, Tolworth Tower, Tolworth, Surrey KT6 7EL.

The terms and conditions of your assignment are on the reverse of this copy unless specified by your Temporaries Consultant.

- **Record your hours correctly in the hours box**

For your own record and to ensure accuracy, we suggest that you carefully time all hours worked, only including lunch hours where you work through them.
NIGHT WORKERS Please record your right hours in the am/pm box provided as normal, also insert 'NW' in the box showing the day of the week.

- **Overtime Premium.**

You will be advised by your Temporary Consultant if you are entitled to overtime, which if applicable will be at the rates stated.

- **Client Signature for hours worked.**

Ensure that you obtain the authorising Client Signature before returning your completed timesheet to the Branch, before closing time on **Friday.** We regret **NO SIGNATURE - NO PAY.**

- Should you require your cheque to be sent to your home please provide your Temporaries Consultant with a stamped addressed envelope.

APPROXIMATE HOURS		PAY RATE		APPROX. GROSS PAY
	X	£ :	=	£ :

The abve figures are based on the normal daily/weekly hours for this booking.
The exact gross pay you receive will depend upon the hours authorised by the client.

C626884

In accordance with Regulation 9(6) of Statutory Instrument Number 715 made under the Employment Agencies Act 1973 the Conditions below together with the details of your assignment on the front of this copy, contain full details of the Terms and Conditions of your assignment.

Your Tax Office reference number is 929/R414 at H.M. Inspector of Taxes, North East Three District (London), Wardley House. 25 Little Horton Lane, BRADFORD, West Yorkshire, BD5 0TZ. Telephone 01274 777444. Please contact the Temporary Payroll Department on 0181-399 5221 in the event of any query.

CONDITIONS OF EMPLOYMENT FOR TEMPORARY WORKERS

This contract of service is made BETWEEN Reed Staffing Services Limited, the employer (referred to below as "Reed") AND the Temporary Employee, the employee, named overleaf (referred to below as the "Temporary Employee").

1. The Temporary Employee's employment and continuous employment begins on the 3rd July 1995 or the date of the commencement of the current assignment, whichever is the later.

2. Reed will endeavour to find the Temporary Employee the opportunity to work in the capacity specified on the Temporary Employee's copy of the time sheet where there is a suitable assignment with a Client for the supply of such work. Reed reserves the right to offer any assignment to such temporary employees as it may elect where that assignment is suitable for several workers.

3. The duration of the Temporary Employee's employment will be for so long as Reed offers work to the Temporary Employee. It is anticipated that this will be for the duration of the assignment with the Client provided that the Temporary Employee satisfies the Client's requirements. Reed may instruct the Temporary Employee to end the assignment at any time without specifying reasons.

4. The hours of work likely to be involved will be as notified to the Temporary Employee at the commencement of the assignment.

5. The hourly rate for the assignment is as stated on the Temporary Employee's application form held at the branch where the Temporary Employee is registered.

6. The Temporary Employee is under no obligation to accept such an offer but if accepted, he/she undertakes at all times when providing services to a Client of Reed:-

   a) Not to engage in any conduct detrimental to the interests of Reed and/or the Client.

   b) To be present during the times, or for the total number of hours each day and/or week, as required by Reed and the Client.

   c) To take all reasonable steps to safeguard his/her own safety and the safety of any other person who may be affected by his/her action at work.

   d) To comply with any disciplinary rules or obligations in force at the Client's premises where the services are being performed to the extent that they are reasonably applicable.

   e) To comply with all reasonable instructions and requests, within the scope of the agreed services, made by Reed and/or the Client.

7. Reed shall pay wages to the Temporary Employee only in respect of hours worked as certified by the Client and calculated at the hourly rates (a proportion of which may be Profit Related Pay) agreed at the commencement of the assignment. It is the Temporary Employee's responsibility to obtain a record of the hours worked signed by the Client. Without such signed record payment of wages cannot be made.

8. Wages may at the discretion of Reed be paid weekly or monthly in arrears or such longer or shorter period as may be agreed between Reed and the Temporary Employee.

9. As employer Reed will make appropriate deductions from the Temporary Employee's wages for earnings related insurance, income tax and any other statutory deductions and account to the Inland Revenue for these deductions.

10. Reed will give to the Temporary Employee and the Temporary Employee will give to Reed notice in accordance with statutory requirements provided that Reed is under no greater obligation than at any other time to provide work during a period of statutory notice.

11. Unless notified to the contrary in writing the Temporary Employee has no entitlement to payment for holidays (including statutory holidays) or for absence due to sickness or injury other than any entitlement there may be to Statutory Sick Pay. Reed provides no pension rights.

12. A Temporary Employee having any grievance in connection with his/her employment shall have the right to present the grievance to the manager of the branch of Reed with which the Temporary Employee is registered. If no conclusion satisfactory to the Temporary Employee is reached at this stage the Temporary Employee may present the grievance for an ultimate decision to a director of Reed. Any review conducted after termination of the assignment will not prolong the contract of employment.

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